



## City of Irving Job Description

### Payroll Specialist

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<b>FLSA Status:</b>	Non-Exempt	<b>Job Department:</b>	Financial Services
<b>Job Code:</b>	18052	<b>Reports To (Job Title):</b>	Accounting Supervisor

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#### **PURPOSE**

To complete Financial Services portion of the payroll cycle, including preparation and filing of biweekly, monthly and/or quarterly benefit and tax reports. Perform timely reconciliation of various payroll-related general ledger accounts and serve as backup to Accounting Clerk responsible for Accounts Payable process.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.\*

- Process payroll data, which includes preparing reports triggering direct deposits, preparing and distributing checks, and modifying and uploading data for bank and Financial Services Department.
- Retrieve, format, and email select data for use in reconciling employee contributions and assist with reconciliations when necessary.
- Move data into spreadsheets and/or word-processing documents for use in preparing payroll-related adjustments, including but not limited to garnishments, journal entries, deductions, and/or taxes.
- Query data to produce various data files for transmission to vendors.
- Reconcile various general ledger accounts, which includes researching and correcting errors.
- Prepare 941 and Texas Workforce Commission (TWC) quarterly reports.
- Transmit funds to IRS, TWC, and various payroll deduction entities.
- Maintain current knowledge of payroll laws and related issues.
- Provide input into payroll procedures to facilitate smooth processing.
- Perform related duties as assigned.

#### **OTHER DUTIES AND RESPONSIBILITIES**

- Serve as backup for Accounts Payable process and monthly retiree insurance draft
- Perform various accounting support activities as requested.

#### **SUPERVISORY RESPONSIBILITIES**

Supervisory responsibility is not a regular part of the position.

## **FINANCIAL / BUDGETARY RESPONSIBILITY**

- Transmission of \$8.5 million monthly to various organizations (TMRS, TWC, IRS, employee direct deposits).
- Monthly account reconciliations

## **QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required.\*

### **EDUCATION**

- Equivalent to the completion of 12<sup>th</sup> grade, plus some college courses and/or basic bookkeeping skills.

### **EXPERIENCE**

- A minimum of three (3) years of related experience

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- None

### **KNOWLEDGE OF**

- Record Keeping: Principles and practices for collection and recording of information for use in report presentations.
- Accounting: Basic principles and practices including general ledger, accounts payable, and accounts receivable.
- Applied Math: Concepts such as fractions, percentages, ratios, and proportions.
- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Office Systems: Administrative and clerical procedures and systems such as word-processing systems, filing and records management systems, form design principles, and other office procedures and terminology.
- Office Software: Current word processing, presentation, spreadsheet, and database programs used by the City.
- Department of Labor laws and regulations (familiarity).

### **SKILLS AND ABILITIES IN**

- Accuracy: Paying attention to detail in dealing with numbers, words, and ideas.
- Basic Math: Adding, subtracting, multiplying, or dividing quickly.
- Information Organization: Finding ways to structure or classify multiple pieces of information.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Teaching: Conveying new concepts and confirming comprehension by listener.

- Mechanical/Technical: Safely operating diverse equipment including computers, copiers, fax machines, calculators, and paper shredders.
- System Ability: Multi-tasking by working with multiple software packages simultaneously.

## **GUIDANCE RECEIVED**

### **Periodic Supervision and Range of Guidelines/Procedures**

Follows periodic direct instructions and guidelines, policies and procedures that require some interpretation. Problems that cannot be addressed through an existing guideline, policy or procedure are referred to supervisor or more senior position. Position incumbent must exercise judgment about when to escalate issues.

## **CONTACTS**

- Payroll Administrator – confer on Payroll issues.
- Information Technology / Banner Support Staff – errors/problems with Banner Payroll.

## **EQUIPMENT AND PROPERTY**

Computer (utilizing Word, Excel), copiers/printers/faxes, and calculators

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.\*

The role will require balancing, carrying, kneeling, lifting, listening, seeing, sitting, standing, talking and walking.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.\*

No unique work environment characteristics.

\* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Note:** A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.